

# Bowie Police Department - General Orders



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## I. PURPOSE

To ensure that all forms of communication are conveyed in a manner that contributes to the overall effectiveness of the Bowie Police Department.

## II. POLICY

Effective and efficient administrative practices and procedures in the Bowie Police Department will help ensure that appropriate information flows when and where needed and that management decisions are based on the best available information. In addition, coordinated administrative activities will reduce the possibility of duplication, overlap, possible gaps and wasted effort. Accordingly, all employees must be aware of the general administrative practices and procedures of the Department.

This General Order describes the general administrative practices and procedures of the Bowie Police Department which are not described elsewhere.

## III. PROCEDURES

### A. Management Information System

1. The Department's management information system includes the flow of information, written and oral, between individuals and the Chief's office which facilitates and provides information to be used in management decision-making.
2. Information may flow in a variety of forms, be stored in several places and formats, and may be utilized by different departmental and City employees in various ways. To avoid duplication, overlapping, gaps, or wasted effort, it is important that all employees have an understanding of and support the Department information system.

### B. Written Communication

1. The need to submit requests or send information outside of the Police Department shall be done on Department letterhead. The letter should be properly addressed, formatted and submitted through the chain of command for approval. External communications shall not be sent until approved by the Chief of Police or his designee.
2. Communication within the Police Department shall be conveyed by way of interoffice memorandum. This document shall be used for requests and response to assignments. The memorandum shall be forwarded through the chain of command in most instances. The exception would be when authorized to forego the chain of command process by the Chief of Police or his designee.